



City of Burbank
Planning Division
Single Family Residential Instructions
HILLSIDE DEVELOPMENT PERMIT

150 North Third Street
Burbank, California 91502
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This type of application is required if you wish build in the hillside area and **any** of the following apply:

1. The project involves the creation of a new building pad, cut or fill activity to expand an existing building pad, or any other grading activity, including but not limited to grading for structures, swimming pools, and expanded yard areas.
2. The structure extends beyond the front or rear yard setback lines established by the location of neighboring homes.
3. The height of the proposed structure to the top of the roof exceeds 16 feet.
4. The total gross square footage of all structures (except the garage) is greater than 3,000 sq. ft.

The following items must be provided for a Hillside Development Permit application to be accepted for review:

1. Completed and signed Single Family Residential application form
2. Completed neighborhood compatibility checklist (see separate handout with Design Guidelines and Checklist)
3. 13 full sized copies of site plan, floor plans, and elevations to show alterations or new construction proposed, drawn to scale and adequately dimensioned and one reduced copy of the plans (11" x 17"). (See attached plan requirements)
4. 13 copies of any supporting documents that are in color
5. Radius map and mailing labels for properties within a 300 foot radius (see separate handout)
6. View study (see separate handout)
7. 13 copies of grading plan with all cut and fill volumes labeled and colored as follows: cut areas - brown, fill areas-yellow, natural terrain - green, streets - gray, and building pad areas - white.
8. Two copies of soils and geological reports including a hydrological investigation if any portion of the site exceeds a 20 percent (20%) slope or if more than 20,000 cubic yards of dirt are moved.
9. 13 copies of the topography of the site using five (5) foot intervals (whether new or existing.)
10. Application fee
11. Additional sheet(s) describing how you think your application satisfies each of the required findings listed below (optional)

What happens next?

Your application will be reviewed by Planning Division staff through the plan check process to ensure that the project will be consistent with the provisions of all applicable Code requirements. A Hillside

Development Permit may not be approved unless the following findings are made after review using the Single Family Design Guidelines:

Required Findings

1. The vehicle and pedestrian access to the house and other structures do not detrimentally impact traffic circulation and safety or pedestrian circulation and safety and are compatible with existing traffic circulation patterns in the surrounding neighborhood. This includes, but is not limited to: driveways and private roadways, access to public streets, safety features such as guardrails and other barriers, garages and other parking areas, and sidewalks and pedestrian paths.
2. The house and other structures are reasonably consistent with the natural topography of the surrounding hillside.
3. The house and other structures are designed to reasonably incorporate or avoid altering natural topographic features.
4. The house and other structures will not unnecessarily or unreasonably encroach upon the scenic views from neighboring properties, including both downslope and upslope views.
5. The house has been reviewed against the Neighborhood Compatibility provisions as set forth in Section 10-1-609 and the house complies with the Single Family Design Guidelines.
6. For the purpose of evaluating required finding (d) above, a view study must be submitted with all Hillside Development Permit applications documenting the impacts of the proposed structure(s) on views from adjacent properties. The view study must be prepared in a manner approved by the Director or his/her designee and contain all information and documentation deemed necessary by the Director for the purpose of analyzing view impacts and establishing setback lines for view determination pursuant to Section 10-1-606(E). This study is separate from the Ridgeline setback analysis required by Section 10-1-606(D).
7. The view impacts of the proposed project must be considered by the Director, or Planning Board, or City Council if appealed, and may be used as a basis for requiring modifications to a project or denying a Hillside Development Permit due to inability to make the required finding:

Hillside Development Permit Exceptions

Through the hillside development permit process, you may also apply for an exception to the development standards for the R-1 zone. For the City to grant any such exceptions, the following additional findings must be made:

1. The exception is not detrimental to the public health, safety, or general welfare.
2. Granting of the exception does not constitute a grant of special privilege inconsistent with the limitations upon other projects and/or properties in the vicinity.
3. The exception does not permit or encourage development inconsistent with the character of existing development in the neighborhood.
4. There are special conditions or unique characteristics applicable to the subject property and/or the surrounding neighborhood due to the location in the hillside area that justify granting of the exception. Such conditions or characteristics may be related to topography, location, orientation, or other issues that do not generally apply to properties or neighborhoods located outside of the hillside area.

Appeals

Before action is taken by the Community Development Director to approve or disapprove your application, notice of the pending decision will be mailed to all property owners and tenants of properties within a 300 foot radius of your property. Any person (including you as the applicant) may appeal the Community Development Director's decision to the Planning Board within 15 days of the decision date. If no appeal is filed, the Director's decision is final. If an appeal is filed, the matter is scheduled for a public hearing at a Planning Board meeting.